

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOT1078533  
POSITION NO: 242299  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 02/18/14  
CLOSING DATE: 03/03/14

DEPARTMENT NAME / WORKSITE: Program Supervisor I  
NDOT/Department of Roads - Pinon, Arizona  
WORK DAYS: Monday-Friday REGULAR FULL TIME: ☒ GRADE/STEP: Y64A  
WORK HOURS: 8:00am-5:00pm PART TIME: ☐ NO. OF HRS./WK.: \_\_\_\_\_ \$ 39,228.80 PER ANNUM  
SEASONAL: ☐ Duration: \_\_\_\_\_ \$ 18.86 PER HOUR  
TEMPORARY: ☐ \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Establishes, plans and executes routine road maintenance services and activities within the road maintenance program in reference to the 82 IAM BIA Road Maintenance handbook for specification, standards, quality assurance and control checks; such as: proper drainages, blading, reshaping, erosions, crowning, sloping, backfilling, and installation of pipes and culverts. Coordinate, collaborate and communicate with Senior Heavy Equipment Operators, Heavy Equipment Operators, Equipment Operators, Engineers, Supervisors and Laborers in routine road blading schedules in accordance to all road specifications with tribal, county, state, and federal entities. Monitor and manage daily field/equipment activities for completion of projects and in compliance with Environmental Protection Agency, History Preservation Department and Water Code regulations and requirements of policies, laws, and procedures. Coordinate and collaborate with US DOT, FHWA, BIA DOT and other transportation agencies (county, state, schools and tribal entities to include: chapter and oversight committee) in regards to: public services, technical assistance, emergency responses, maintenance activities, and service requests in providing safe travels on the Navajo Nation roads for the general public. Closely works with Navajo Regional Transportation office in project planning, project development, and implementation of road improvements. Provide field supervision/management in planning, projects, scheduling in daily activities and operations. Monitor, evaluate and work with Supervisors, Sr. Programs & Project Specialist, Civil Engineers, Senior Accountant, Sr. Office Specialist and Department Manager in enforcing, enhancing and establishing department's policies and procedures.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

Bachelor's degree in Public and Business Administration or closely related field;

and two (2) years of program related experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

***(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

**Special Requirements:**

***(Preferred)*** Applicant must possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of employment.

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**